ID #	System name	Syetem Acronym	Brief Description	Agency	Subagency	Schedule Status, Pending, Approved/ Unscheduled	Schedule Number	Electronic/ Location	Paper/File Plan/ Location
1	Administrative System Files	ASF	ES&H Office Administrative files	DOE	FNAL	Approved	ADM-23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
2	Assessment Tripartite	AT	Results of routine and record sheetof sreviews and walk through inspections through out the lab	DOE	FNAL	Approved	AND- 22.1 a(2) b Destroy when no longer needed 1 year after separation or transfer	WH7EServer1/Docdb/ Oracle	
3	Audit Files	AF	BAO Facility	DOE	FNAL	Approved	AND- 22.1 a(2) b Destroy when no longer needed 1 year after separation or transfer	ESHTRK	WH7E
4	Budget Correspondent Files	BCF	Files pertaining to to distribution of funds per fisical yesr by verious budget codes within the section	DOE	FNAL	Approved	ADM 5.2 1 year after the close of the fiscal year	WH7EServer1/Docdb/ Oracle	WH7E
5	Budget Report files	BRPT	Effort/Labor transfers which are part of cost acocunting	DOE	FNAL	Approved	ADM 5.3 a Annual report (end of fiscal year). Destroy when 5 years old.	WH7EServer1/Docdb/ Oracle	
6	Budget Reviews	BR	review of YF budget carryover and planned acvities as well as priortization of new construction projects	DOE	FNAL	Approved	ADM 23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
7	Catalogues-Vender Material	CVM	Online Catalogues-Fermiab and outside venders	DOE	FNAL	Approved	Adm 3, 9a Destroy 2 years from date of list. (GRS 3, Item 9a)		WH7E
8	ES&H Section General Correspondence Files	GCF	ES&H and DOE general correspondence files	DOE	FNAL	Approved	ADM 23.1.a .... 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	

9	Committee Records	CR	committee/Sub-Committee appointment letters	DOE	FNAL	Approved	ADM 23.5.a Cut off at the end of the fiscal year. Destroy or delete when 2 years old.	WH7EServer1/Docdb/ Oracle	
10	Conference Calls Records	CCR	Records or meeting minutes of telephone calls of multiple personnel	DOE	FNAL	Approved	ADM 23.5 Cut off at the end of the fiscal year. Destroy or delete when 2 years old.		WH7E/
12	Current year WorkPlan	CYWP	services and equipment requests and receipts	DOE	FNAL	Approved	ENV-1 a Destroy 75 years after the termination of the applicable	WH7E	
13	Electronic mail	E-mail	electronic mail an messages sent and received by section personnel	DOE	FNAL	Approved	ADM-20.14 Delete from the e-mail system after copying to a recordkeeping system.	WH7EServer1/Docdb/ Oracle	WH7E
14	ES&H Walkthrough Schedules	ESHWS	Es&H walk through inspections/ assessments of other devisions	DOE	FNAL	Approved	ADM 22.1.a 2 b Destroy when no longer needed	WH7E	WH7E
15	Engineering Notes-Origional /below-the-HooK Lifting Devices	EN	Records selected for architectural, historical, or technological significance (see	DOE	FNAL	Approved	ADM-17, 30 b Permanent. Offer to NARA when file is inactive.	WH7EServer1/Docdb/ Oracle	WH7E
16	Five year work PLan	5YWP	ES&H Long term work schedule	DOE	FNAL	Approved	ENV-1 a Destroy 75 years after the termination of the applicable		WH7E
17	Equipment Transfer files		Inventory file list	DOE	FNAL	Approved	ADM-3, 9b Destroy 2 years after discontinuance of item, 2 years after stock balance	WH7EServer1/Docdb/ Oracle	WH7E
18	General Employee Radiation Training	GERT	General file of Federal Employee Training Records or agency-sponsored training,	DOE	FNAL	Approved	ADM-1, 29 a 1 EPI Destroy when 5 years old or 5 years after completion of a specific training program	ES&H Web/TRAIN	WH7E

19	Internal Audits	IA	Results of internal auditsof all dipiplines conducted on other Div/Sec/Centers and of ES&H Section	DOE	FNAL	Approved	ADM-1,7 c 2 Destroy when obsolete or superseded	WH7EServer1/Docdb/ Oracle	WH7E
20	Inventory Assets Flie	IAF	Records showing acountability of ES&H Section Assets/ Property	DOE	FNAL	Approved	ADM-3, 9 a Destroy 2 years from date of list. (GRS 3, Item 9a)	WH7EServer1/Docdb/ Oracle	WH7E
22	Interview records		Interview records for job applications	DOE	FNAL	Approved	ADM-1, 8 Destroy 6 months after transfer or separation of employee.	WH7EServer1/Docdb/ Oracle	
23	Tracking Databade Docdb/ESHTRAK /FESHUM	TDB	Records and data created, received, and maintained for purposes of tracking compliance.	DOE	FNAL	Approved	ADM-1, 24 d Delete/destroy three years after compliance report is filed or when no longer needed for	WH7EServer1/Docdb/ Oracle	Site 40 office
24	Trypartites		Investigative case files relate to Departmental personnel, programs and operations	DOE	FNAL	Approved	ADM-22, 1a 2 b Destroy when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
25	Time Cards	TC	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional	DOE	FNAL	Approved	ADM-2, 7 EPI Destroy after GAO audit or when 6 years old, whichever is sooner.	WH7EServer1/Docdb/ Oracle	WH7E
26	Organization Chart Records	OCR	copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures	DOE	FNAL	Approved	ADM 23.1 b Permanent. Cut off at the end of the fiscal year. Transfer to NARA in 5 year blocks when 25 years old. (N1-434-98-25)	WH7EServer1/Docdb/ Oracle	WH7E
27	Lessons Learned	LL	corrective action records and plans, lessons learned, and associated working papers, reviews, comments, and log books.	DOE	FNAL	Approved	ADM-22, 1a 2 b Destroy when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
28	Supplies and receipts	S&R	Copies received from other units for internal purposes or for transmission to staff agencies. (GRS 3,	DOE	FNAL	Approved	ADM 3, 4 a Destroy when 2 years old.	WH7EServer1/Docdb/ Oracle	WH7E

29	Personnel Counseling Records	PCR	Personnel status, Performance reports, ets	DOE	FNAL	Approved	ADM 1.18.a Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year	WH7EServer1/Docdb/ Oracle	
30	Personnel reports	PR	Supervisors' Personnel Files.	DOE	FNAL	Approved	ADM 1.18.a 1 year after separation or transfer	WH7EServer1/Docdb/ Oracle	
31	Payroll System Reports	RSR	Error reports, ticklers, system operation reports.	DOE	FNAL	Approved	ADM-2, 22 a Destroy when related actions are completed or when no longer needed, not	WH7EServer1/Docdb/ Oracle	WH7E
32	personnel Performance Review Records	PRR	Performance indicator files and quarterly reports sent to DOE	DOE	FNAL	Approved	ADM 1. 23 a (1) 18.a Destroy after the employee completes 1 year of acceptable performance from the date	WH7EServer1/Docdb/ Oracle	WH7E
33	Personnel Correspondence	PPRR	Personnel correspondence files consisting of quarterlly Contractor Energy Management (EM) Employment Survey	DOE	FNAL	Approved	ADM 23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
34	Property Passes/Transfers	PPT	Title papers documenting the acquisition of real property (by purchase, condemnation, donation,	DOE	FNAL	Approved	ADM 3, 1a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
35	Personnel Reports	PR	Records accumulated by individual offices that relate to the internal administration or	DOE	FNAL	Approved	ADM 23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	
36	Personnel Staffing Reports	PSR	Records accumulated by individual offices that relate to the internal administration or	DOE	FNAL	Approved	ADM 23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	

37	Prescription Safety Eye-Glasses	PSEG	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award	DOE	FNAL	Approved	ADM 3.3.a(1)(b) ..... 3 years after final payment	WH7EServer1/Docdb/ Oracle	WH7E
38	ProCard Orders		The ProCard Front-end system tracks and reonciles credit card purchases made by Laboratory ProCard holders	DOE	FNAL	Approved	ADM 23.1.a 2 years or when no longer needed	WH7EServer1/Docdb/ Oracle	WH7E
39	Purchase Requisitions (copies)		Procurement or purchase organization copy, and related papers.	DOE	FNAL	Approved	ADM-3,3 a Destroy 6 years and 3 months after final payment.	ES&H WEB/DocDb	WH7E
40	Procedures Manual		Procedures for receiving, processing, and appealing requests for reasonable accommodation	DOE	FNAL	Approved	ADM-1, 24 a Destroy three years after supercession or when no longer needed for	ES&H WEB/DocDb	WH7E
41	Promotion/Rewards and Recognition Logs		General awards records, EXCLUDING those relating to departmental and	DOE	FNAL	Approved	ADM-1, 12 a 1 Destroy 2 years after approval or disapproval.	ES&H WEB/DocDb	
42	Records Disposition-Miscellaneous Corresponence		Descriptive inventories, disposal authorizations, schedules, and reports.	DOE	FNAL	Approved	ADM-16 ,2 a Destroy 6 years after the related records are destroyed or after the	ES&H WEB/DocDb	WH7E
43	Summer Hires Records	SHR	On-the-job training checklist completed during qualification, including the results of final written examination	DOE	FNAL	Approved	adm-29.1, a EPI Cut off at the time of separation or transfer of the employee. Screen out and destroy all item	ES&H WEB/DocDb	
44	Schedule of Official Daily Activities (Meeting Maker)		Reports relating to routine, daily business functions, recurring transactions, or activities	DOE	FNAL	Approved	ENV-1,d (3) Cutoff when superseded, obsolete, or canceled. Destroy when 7 years old.	ES&H WEB/DocDb/Meeting Maker	WH7E
45	Self Assessment		Investigations may be described or referred to as audits, appraisals, surveillance,	DOE	FNAL	Approved	ADM-22.1.a 2 b Destroy when no longer needed	ESHVER1	WH7E

46	Sick Leave Reports		Length of service and sick leave awards files.	DOE	FNAL	Approved	ADM-1, 12 b Destroy when 1 year old.	WH7EServer1/Docdb/ Oracle	
52	Vacation Request		Supplemental Files Records created, received, and maintained by reasonable accommodation or diversity/disability program or employee	DOE	FNAL	Approved	ADM-1 24 c Destroy three years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is	WH7EServer1/Docdb/ Oracle	
53	Safe Work Permits		Safe work permits are used to designate the approval for employees to work on a potentially hazardous job	DOE	FNAL	Approved	ADM-18, 37 Destroy 75 years after the date of the permit.	WH7EServer1/Docdb/ Oracle	